# **Vacancy Announcement**

**U.S. Mission** Niamey, Niger

**Announcement Number:** Niamey -2018-08

**Position Title:** Administrative Assistant SGI/OSC

**Opening Period:** April 18, 2018 – May 02, 2018

**Series/Grade:** LE 105 – FSN-07

**Salary:** FCFA 10,304,905 – FCFA 14,426,869

For More Info: Human Resources Office: Virginia Smith

Mailing Address: BP 11201

E-mail Address: <u>HRONiamey@state.gov</u>

Who May Apply: All Interested Applicants / All Sources

**Security Clearance Required:** Non Sensitive clearance.

**Duration Appointment:** Indefinite subject to successful completion of probationary period.

**Marketing Statement:** We encourage you to read and understand the <a href="https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees">https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees</a> before you apply.

**Summary:** The U.S Mission in Niamey, Niger is seeking eligible and qualified applicants for the position of Administrative Assistant in the Security Governance Initiative and Office of Security Cooperation.

The work schedule for this position is: Full Time: 40 hours per week.

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The Security Governance Initiative Coordinator and Office of Office of Security Cooperation (SGI/OSC) Assistant will serve as an aide to the Security Governance Coordinator

and Office of Security Cooperation. The SGI/OSC Assistant will serve the SGI/OSC in planning and coordinating training programs, visits, and conferences. Other responsibilities include establishing and maintaining contacts with host government officials and assist the SGI Coordinator or alone, to help Nigerien partners prepare for periodic workshops by briefing them in detail on workshop content and objectives as envisaged by the U.S. facilitators in advance of their visits for the workshops. The incumbent would also be expected, whether accompanying the SGI Coordinator or alone, to brief USG visitors on all facets of the program. In addition, the incumbent would be expected to help organize and participate in public outreach efforts on behalf of the SGI program, whether accompanying the SGI Coordinator or alone and, in this role, would be called upon to provide detailed presentations to civil society representatives and others on the SGI program – content, achievements to date, and desired end states. Additionally, the SGI/OSC Assistant will provide administrative support to the SGI/OSC at post. Incumbent is supervised by the Office of Security Cooperation (OSC) Chief.

### **Qualifications and Evaluations**

**EDUCATION:** Bachelor Degree in Business Administration is required.

## **Requirements:**

**EXPERIENCE:** Three years of work in office management/administrative support, or program management support is required.

**JOB KNOWLEDGE:** Must understand the Nigerien government and military structure. Indepth knowledge of all aspects of the SGI program and its relationship to other USG security cooperation programs in Niger as well as overall USG policies and objectives in its relationship with Niger. The incumbent will also need to have full knowledge of certain Embassy logistical operations – e.g., transportation, airport expediting – in order to assist the SGI Coordinator in supporting visits by U.S.-based experts periodically visiting Niger to conduct such activities as facilitating workshops.

## **Evaluations:**

**LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English and French are required. **English Will be tested.** 

**SKILLS AND ABILITIES:** Strong communications skills, service oriented attitude, excellent interpersonal skills and poise are required. Strong writing skills in French and English are required. Basic keyboard skills required (30wpm). Position requires the understanding of basic math principles to check receipts and conversion rates while facilitating logistical coordination for traveling teams; and ability to use Microsoft Office Suites. **Typing and translation will be tested.** 

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Niamey, Niger may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

#### Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

#### HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau. For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

**How to Apply:** All candidates must be able to obtain and hold a non-sensitive clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

To apply for this position, applicants should electronically send their applications through <a href="https://example.com/HRONiamey@state.gov">HRONiamey@state.gov</a> or send via mail: attention to Human Resources Office, American Embassy BP 11201, Niamey, Niger. Submit the documents listed below

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174: can be found on <a href="https://ne.usembassy.gov/embassy/jobs/">https://ne.usembassy.gov/embassy/jobs/</a>
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit
- Passport copy
- Degree (not transcript)
- Degree with transcript
- Language Scores (if available)
- Driver's License
- Certificate or License
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references
- USAID only List of 3 references
- USAID only Current resume addressing requirements of position (no more than 3 pages)
- Other

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Niamey, Niger.